

Process Name: Projects/Grants		Process Identifier: PG	
Sub-Process Name: Labor Distribution		Sub-Process Identifier: PG-4	
Sub-Process Purpose and Objectives: To record Labor charges to the proper distribution across multiple indexes, grants and object codes.			
Sub-Process Description: The State uses STARS to distribute labor across multiple indexes, grants and object codes. An agency enters time worked for employees into the labor distribution table in STARS. Payroll keeps personnel rates and wages up to date including the hour type and cost associated with each employee. The hour types and cost per employee is interfaced into STARS. STARS automatically updates labor charges which are then reflected back to the agency in an activity report.			
Sub-Process Trigger(s): <ul style="list-style-type: none">Employees enter time to Labor Distribution		Key Sub-Process Participants: <ul style="list-style-type: none">AgencyPayroll	
Inputs:			
Input	Format	Volume/Time	Suppliers
Labor Distribution	Electronic	10,985 employees per payroll	N/A
Time Reporting	Electronic	App 40,000 employees	N/A
Outputs:			
Output	Format	Volume/Time	Recipients
Activity Report	Electronic	As Needed	Agency

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STARS History Record	STARS	N/A	N/A
Performance Measures Tracked:			
Measure	Approx. Value		Target Value
None			
Laws, Regulations, and Policies That Govern Sub-Process: Standard and OMB A-87.			
Current Sub-Process Issues/Problems: Unable to use on monthly payrolls. The labor distribution cannot cross divisions. The distribution must be for an entire division or none of a division (i.e. not specific employees)			
Improvement Opportunities:			
Opportunity <i>Merge cells to link one Opportunity to multiple impacts)</i>		Organizational Impacts <i>(Individually list and describe laws [L] regulations [R], and policies [P], as well as cultural [C] considerations for each opportunity)</i>	
Allocate for portions of a division			
Allocate for monthly payrolls			
Applications that Support the Sub-process			
Application Name(s) <i>(Internal name and vendor's name)</i>		Technology Description <i>(Programming vendor, language, platform, database, etc.)</i>	
Statewide Accounting and Reporting System (STARS)		STARS is KPMG's mainframe governmental accounting system. It is written in COBOL and uses an IMS database.	

